



# DIFP

## Department of Insurance, Financial Institutions & Professional Registration

### JOB OPENING

**TITLE:** Planner II

**LOCATION:** Life and Healthcare Section, Insurance Market Regulation Division  
Jefferson City, MO

**MINIMUM SALARY:** \$38, 040 (Salary will be commensurate with relevant qualifications and experience)

**CLOSING DATE:** Applications must be postmarked by November 23, 2012

This is advanced professional work in assisting the Life and Healthcare Section Manager with interpretation and implementation of health insurance and managed care statutes and regulations. An employee in this position performs professional work in regional and state health insurance and managed care planning and implementation. Work includes the evaluation and review of complex and technical managed care information and preparation of comprehensive plans and reports which detail specific access to care issues, and recommending solutions for any identified problems. General supervision is provided by the Life and Healthcare Section Manager; however, the employee has considerable latitude for exercising independent judgment and initiative.

**EXAMPLES OF WORK PERFORMED:** (Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.)

Collect, evaluate, interpret and assist in implementation of complex technical information relating to health insurance conditions and reform efforts. Develop assigned phases of highly specialized planning projects concerned with health maintenance organizations. Review and analyze material submitted with HMO applications for a certificate of authority. Review and analyze requests by HMOs to modify geographic service area. Perform analysis of Network Access Plans for: new HMOs seeking licensure; HMOs requesting service area modification; and all HMOs annually using enrollment and provider network information from annual filings. Collect and prepare data available from other state agencies regarding access to medical services statewide. Consult with public officials, other department staff members and external organizations and recommend actions to superiors. Additional duties may include review of HMO benefit documents and provider contracts. Perform other related work as assigned.

**EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the principles, practices and objectives of regional and state health insurance. Considerable knowledge of Missouri statutes and regulations relating to health insurance and managed care. Considerable knowledge (or ability to rapidly acquire considerable knowledge) of the following computer software applications: GeoAccess, MSExcel, PC SAS. Knowledge of contractual arrangements between HMOs and contracted medical provider networks. Ability to plan, organize and carry out complex assignments. Ability to comprehensively document and track processes required to complete complex projects. Ability to establish and maintain effective working relationships with associates, public officials, company representatives and the public. Ability to effectively organize and present results of complex research and analysis regarding health insurance and managed care.

**EXPERIENCE AND TRAINING QUALIFICATIONS:**

One or more years of experience as a planner I with the Missouri Uniform Classification and pay System; OR A Bachelor's degree from an accredited college or university; AND Two or more years of professional experience in research and analysis, program or policy development, and/or management analysis, grant management, budget/fiscal analysis, or a closely related area. Experience with GeoNetworks or ARC GIS products preferred.

**SEND COMPLETED APPLICATION FORM, RESUME AND COPY OF ANY COLLEGE TRANSCRIPTS TO:**

DIFP – Human Resources  
Attn: Planner II  
P. O. Box 690  
Jefferson City, MO 65102

EOE: F/M/V/D